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ABSTRACT

This step-by-step guide to obtaining help for using AppleWorks V2.0 database files with the Apple IIgs computer covers: (1) examining the help list; (2) copying the list; (3) exiting the list; and (4) using the help list options, i.e., arranging the file, copying all or part of the file, deleting part of a file, finding a record, inserting additional records, changing the record layout, moving records, changing file names, selection rules for finding specific records, zooming in on one record, copying an entry, moving to the beginning of a file, and moving to the end of a file. Fifty sample screen displays are included to illustrate the steps. (MES)

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ED311855

OBTAINING HELP WITH APPLEWORKS V2.0 DATA BASE FILES FOR THE APPLE IIGS COMPUTER

FIRST EDITION

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INTRODUCTION

"Obtaining Help With AppleWorks V2.0 Data Base Files For The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have a two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Version (V) 2.0 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks computer program V2.0.

4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to find help with the various data base file manipulations they wish to do as they develop and use such files with V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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DIRECTIONS

01. In The Beginning. Bring your data base file on to the desktop. Your screen will appear similar to the example shown in Figure 1.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00726	WP	Chemistr	Activit	Testi	Schlen	89MA	000098(	Article	Journal of C
00727	WP	Inservic	Teacher	Summe	Schlen	89MA	000008(	Memo	Middle, High
00728	WP	Inservic	Summer	Comme	Schlen	89MA	000008(	Letter	Joan A.. Mill
00729	WP	Curricul	Courses	Respo	Schlen	89MA	000008(	Memo	Principle, Z
00730	WP	Writing	Researc	Repor	Schlen	89MA	000098(	Article	PSTA, for is
00731	WP	Inservic	Compute	Minic	Schlen	89MA	000098(	Paragraph	School princ
00732	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, E
00733	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M
00734	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M

Type entry or use @ commands @-? for Help

Figure 1. Example Data Base File.

02. Help List.

a. Examining the list.

(1) Press the OPEN-APPLE key and while it is held down, press the "?" key. Your monitor screen will appear identical to the one shown in Figure 2.

```
File: DOC.LIBRARY.006                HELP              Escape: Review/Add/Change

=============================================================================

                    @-A   Arrange (sort) on this category

                    @-C   Copy records (includes cut and paste)

                    @-D   Delete records

                    @-F   Find all records that contain.....

                    @-I   Insert new records before the
                          current record

                    @-L   Change record layout

                    @-M   Move records (cut and paste)

-----------------------------------------------------------------------------
Use arrows to see remainder of Help                              515K Avail.
```

Figure 2. The Monitor Screen Showing One Third Of The Monitor Screen.

(2) Press the DOWN-ARROW key until OPEN-APPLE-N is at the top of the monitor screen. The screen now looks like Figure 3.

```
File: DOC.LIBRARY.006                HELP              Escape: Review/Add/Change

================================================================================
                    @-N   Change name of file.  Insert,
                          delete, and rename categories

                    @-P   Print reports

                    @-R   Change record selection rules

                    @-V   Set/remove standard values for
                          a category

                    @-Z   Zoom In to one record, Zoom Out
                          to multiple records

                    @-"   Copy entry directly above
                          (multiple-record layout only)
--------------------------------------------------------------------------------
Use arrows to see remainder of Help                                 515K Avail.
```

Figure 3. The Monitor Screen Showing The Second Third Of The Help List.

(3) Press the DOWN-ARROW key until RETURN is at the top of the screen. The monitor screen now shows the remainder of the help list (see Figure 4).

File: DOC.LIBRARY.006 HELP Escape: Review/Add/Change

RETURN	Accept
TAB	Go to next category
@-TAB	Go to previous category
Up/Down arrows	Go up or down
@-Up arrow	Back up a full screen
@-Down arrow	Go forward a full screen
@-1 through @-9	Go to beginning of file through Go to end of file

Use arrows to see remainder of Help 515K Avail.

Figure 4. The Last Third Of The Help List.

b. Copying the list.

(1) Insure that your printer is properly connected and has paper fed to it.

(2) Press the OPEN-APPLE and the "H" keys at the same time. This action will cause a screen dump or cause the printer to print exactly what is seen on the screen.

(3) When the printer stops printing, press the UP-ARROW key several times until OPEN-APPLE-N is at the top of the screen.

(4) Press the OPEN-APPLE and the "H" keys at the same time.

(5) When the printer stops printing, advance the paper to the beginning of the next page of paper.

(6) Press the UP-ARROW key several times until the original third of the "Help" list is shown on the screen.

(7) Press the OPEN-APPLE and the "H" keys at the same time.

c. Exiting the "Help" list. The options you have just copied cannot be used until you exit the OPEN-APPLE-H option. Press the ESC key once. Your screen now appears similar to the example shown in Figure 5.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00725	WP	Training	Compute	Print	Schlen	89MA	000098(	Letter	ERIC
00726	WP	Chemistr	Activit	Testi	Schlen	89MA	000098(	Article	Journal of C
00727	WP	Inservic	Teacher	Summe	Schlen	89MA	000008(	Memo	Middle, High
00728	WP	Inservic	Summer	Comme	Schlen	89MA	000008(	Letter	Joan A. Mill
00729	WP	Curricul	Courses	Respo	Schlen	89MA	000008(	Memo	Principle, Z
00730	WP	Writing	Researc	Repor	Schlen	89MA	000098(	Article	PSTA, for is
00731	WP	Inservic	Compute	Minic	Schlen	89MA	000098(	Paragraph	School princ
00732	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, E
00733	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M
00734	WP	Inservic	Worksho	Starl	Schlen	89MA	000098(	Memo	Principal, M

Type entry or use @ commands @-? for Help

Figure 5. The Monitor Screen After Exiting The Help List.

d. Using the "Help" list options.

(1) Arranging the file.

(a) Place the cursor on the category you desire to arrange.

(b) Press the OPEN-APPLE and the "A" keys at the same time (see Figure 6).

```
File: DOC.LIBRARY.006          ARRANGE (SORT)          Escape: Review/Add/Change

Selection: All records

================================================================================

                    This file will be arranged on
                    this category: DOC. NO:

                    Arrangement order:

                         1.  From A to Z
                         2.  From Z to A
                         3.  From 0 to 9
                         4.  From 9 to 0




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        516K Avail.
```

Figure 6. The Arrange Menu.

(c) Select the type of arrangement you want to do on the category.

(d) Press the RETURN key once. Figure 7 shows the result of a rearrangement.

```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD  SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
=============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
-----------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 7. The Rearranged File.

(2) Copying part or all of the file.

(a) Press the OPEN-APPLE and the "C" keys at the same time. The screen changes to appear like the example shown in Figure 8.

File: DOC.LIBRARY.006 COPY RECORDS Escape: Review/Add/Change

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

Copy? Current record To clipboard From clipboard

Figure 8. The Monitor Screen Showing The Copy Function.

(b) The are three options. With "Current Record, To Clipboard" and, "From Clipboard."

(c) Highlight the, "To Clipboard" option and press RETURN (see Figure 9).

File: DOC.LIBRARY.006 COPY RECORDS Escape: Review/Add/Change

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

Use cursor moves to highlight records, then press Return 516K Avail.

Figure 9. The Monitor After Selecting The "To Clipboard " Option.

(d) Note the additional directions provided at the bottom of the screen. If you want to continue, use the ARROW keys as directed and then press the RETURN key once. When data base records are copied to the clipboard, they can be transferred from the clipboard to another data base file.

(e) Press the ESC key once and then compare the screen with the picture you see in Figure 10.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

Type entry or use @ commands @-? for Help

Figure 10. The Data Base File.

(f) Press the OPEN-APPLE and the "C" at the same time. This time, we'll copy individual records.

(g) With the "Current Record" selection highlighted, Press the RETURN key. The monitor screen should appear like the example shown in Figure 11.

File: DOC.LIBRARY.006 COPY RECORDS Escape: Review/Add/Change

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

How many copies of current record? (Max 99) 516K Avail.

Figure 11. The Monitor Screen After Selecting The "Current Record" Option.

(h) With the cursor at the beginning of the record you wish to copy, type the number of copies you wish to make. Figure 12 shows an example of the monitor screen after you have complete this process.

File: DOC.LIBRARY.006 COPY RECORDS Escape: Erase entry

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

How many copies of current record? (Max 99) 10 516K Avail.

Figure 12. The Monitor Screen With The Number Of Copies Typed.

(1) Press the RETURN key once and examine Figure 13. Notice that the record you wanted copied has been copied as many times as you requested.

```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
=============================================================================
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP      Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP      FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP      Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP      Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP      Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
-----------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 13. The Monitor Screen Showing Multiple Copies Of a Record.

(3) Deleting part of a file.

(a) Place the cursor under the first letter of the first duplicated record.

(b) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 14).

File: DOC.LIBRARY.006 DELETE RECORDS Escape: Review/Add/Change

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K

Use cursor moves to highlight records, then press Return 514K Avail.

Figure 14. The Monitor Screen Showing The Delete Option Selected.

(c) Follow the directions at the bottom of the screen, highlighting the remainder of the copies of the duplicated record.

(d) Press the Return key once and examine Figure 15.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

Type entry or use @ commands @-? for Help

Figure 15. The File After Deleting The Records That Were Duplicated.

(4) Finding a record.

(a) Press the OPEN-APPLE and the "F" keys at the same time. Your screen will appear similar to the example shown in Figure 16.

File: DOC.LIBRARY.006 FIND RECORDS Escape: Review/Add/Change

Find all records that contain

Type comparison information: 516K Avail.

Figure 16. The Monitor Screen With The Find Function Selected.

(b) Type the word or words for which you want the computer to search. An example is shown in Figure 17. The computer will bring to the screen, all records containing the word or words for which it searched, or you will receive the message shown in Figure 17.

```
File: DODDS.LIBRARY              FIND RECORDS        Escape: Review/Add/Change

Find all records that contain XYZ

================================================================================

                        No records match your request

--------------------------------------------------------------------------------
Press Space Bar to continue                                          478K Avail.
```

Figure 17. The Monitor Screen Showing That None Of The Records In The Data Base Contain The Information Contained In The Selection Rule.

(c) Press the SPACE BAR once.

(d) Press the ESC key twice to return to the data base. Your monitor screen again appears similar to the example shown in Figure 18.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI
00784	WP	ACTIVITY	Element	Using	Schlen	89MA	000113(	Article	SCIENCE ACTI

Type entry or use @ commands @-? for Help

Figure 18. The Data Base File

(5) Inserting one or more additional records.

(a) Place the cursor under the first letter of the record before which you want to insert an additional record.

(b) Press the OPEN-APPLE and the "I" key at the same time. Your screen should now appear like the example shown in Figure 19.

```
File: DOC.LIBRARY.006          INSERT NEW RECORDS      Escape: Review/Add/Change

Record 3 of 76
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                        515K Avail.
```

Figure 19. The Monitor Screen With The Insert Option Selected.

(c) Press the RETURN key once or type information in the first category and then press the RETURN key once.

(d) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 20).

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00799	WP	Inservic	Transcr	Reque	Schlen	89MA	000113(	Letter	Registrar, U
00798	WP	FAIRS	SCIENCE	Scien	Schlen	89MA	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-	-	-
00797	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, Z
00796	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, S
00795	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00794	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, K
00793	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, B
00792	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal Be
00791	WP	Leadersh	Science	Eleme	Halley	89MA	000113(	Memo	Principal, A
00789	WP	ARTICLE	Chemist	Gener	Schlen	Y89M	000113(	Letter	Mrs Jean Wil
00788	WP	Training	Compute	Exerc	Schlen	89MA	000113(	Letter	ERIC
00787	WP	Inservic	Geology	Alask	Schlen	89MA	000008(	Letter	Maynard Mill
00786	WP	Training	Compute	Print	Schlen	89MA	000113(	List	Seoul worksh
00785	DB	ACTIVITY	Element	Tooth	Schlen	89MA	000113(	Article	SCIENCE ACTI

Type entry or use @ commands @-? for Help

Figure 20. The Data Base With A New Record Inserted.

(6) Changing the record layout.

(a) Press the OPEN-APPLE and "L" keys at the same time (see Figure 21).

```
File: DOC.LIBRARY.006          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
------ ------ -------- ------- ----- ------ ---- ------- --------- ------------
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis

-------------------------------------------------------------------- More --->
Use options shown above to change record layout                   515K Avail.
```

Figure 21. The Monitor Screen With The Layout Option Selected.

(b) Alter the file using the directions provided on the screen. A point to remember here is that no matter what action you take, like deleting the wrong category etc., the information is not lost as long as the computer remains energized. In addition, if the original file was saved on a data disk, it is still there (see Figure 22).

```
File: DOC.LIBRARY.006          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ------- ----- ------- ------- --------- ----------------------
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis

-------------------------------------------------------------------- More --->
Use options shown above to change record layout                    515K Avail.
```

Figure 22. The Monitor Screen Showing The Altered Data Base File.

(c) Press the ESC key once (see Figure 23).

```
File: DOC.LIBRARY.006          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

================================================================================

                    What direction should the cursor
                    go when you press Return?

                         1.  Down (standard)
                         2.  Right

--------------------------------------------------------------------------------

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ------- ----- ------- ------- --------- ----------------------
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis


-------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                    515K Avail.
```

Figure 23. Escaping The Alter Layout Process.

(d) Press the ESC key once (see Figure 24).

```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=============================================================================
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -       -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hel
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
-------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 24. The Monitor Screen Showing An Example Of An Altered File.

(7) Moving records.

(a) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 25).

File: DOC.LIBRARY.006 MOVE RECORDS Escape: Review/Add/Change

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00792	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal Bechtel Eleme
00791	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Amelia Earha
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES

Move records? To clipboard From clipboard

Figure 25. The Monitor Screen After The Move Option Has Been Entered.

(b) Select the "To Clipboard" option by pressing the RETURN key once.

(c) Using the DOWN-ARROW key, highlight the records you want to move.

(d) Press the RETURN key once (see Figure 26).

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00784	ACTIVITY	Element	Using	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00783	Training	Compute	Print	89MAY24	000113(	Letter	ERIC
00782	Training	Compute	Using	89MAY24	000113(	Letter	ERIC
00781	Training	Compute	Using	89MAY23	000113(	Paragraph	Seoul AM ES workshop at
00780	Training	Compute	Using	89MAY23	000113(	Paragraph	Seoul AM ES workshop at

Type entry or use @ commands @-? for Help

Figure 26. The Monitor Screen Showing The File After The Records Have Been Moved To The Clipboard.

(e) Move the cursor under the first letter of the first in the record below which you want to move the records you placed on the clipboard in the previous step. Note that the records do not need to be reinserted in this data base file but can be moved to another.

(f) Press the OPEN-APPLE and the "M" keys at the same time.

(g) Highlight the "From Clipboard" option using the RIGHT-ARROW key.

(h) Press the RETURN key and then compare your monitor screen with the example shown in Figure 27.

File: DOC.LIBRARY.006 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00792	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal Bechtel Eleme
00791	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Amelia Earha
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES

Type entry or use 9 commands 9-? for Help

Figure 27. The Monitor Screen Showing The File After Moving Several Files.

(8) Changing file names. This is an extremely important option because it allows you to change the name of a file and store it without destroying the original file.

(a) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 28).

```
File: DOC.LIBRARY.006          CHANGE NAME/CATEGORY     Escape: Review/Add/Change

Category names
================================================================================
DOC. NO:                                  |
DOC. TYPE:                                | Options:
KEY WORD:                                 |
SUBJECT:                                  | Change filename
TITLE:                                    | Return     Go to first category
AUTHOR:                                   |
DATE:                                     |
DISK NO:                                  |
DOC. FORM:                                |
DOC. RCVR/USER:                           |
                                          |
                                          |
                                          |
                                          |
                                          |
--------------------------------------------------------------------------------
Type filename:  DOC.LIBRARY.006                                    515K Avail.
```

Figure 28. The Monitor Screen After Entering The Name Change Option.

(b) Alter the name by typing the new name of the file (see Figure 29).

```
File: DODDS.LIBRARY          CHANGE NAME/CATEGORY     Escape: Review/Add/Change


Category names
==========================================================================
DOC. NO:                                    |
DOC. TYPE:                                  | Options:
KEY WORD:                                   |
SUBJECT:                                    | Change filename
TITLE:                                      | Return     Go to first category
AUTHOR:                                     |
DATE:                                       |
DISK NO:                                    |
DOC. FORM:                                  |
DOC. RCVR/USER:                             |
                                            |
                                            |
                                            |
                                            |
                                            |
--------------------------------------------------------------------------
Type filename:  DODDS.LIBRARY                                  478K Avail.
```

Figure 29. The Monitor Screen After A New Name Has Been Typed.

(c) Press the RETURN key once

(d) Press the ESC key once and then look at Figure 30. Note that the new file name has been entered and now appears in the upper left corner of the screen.

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00792	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal Bechtel Eleme
00791	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Amelia Earha
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES

Type entry or use @ commands @-? for Help

Figure 30. The Monitor Screen Showing The File With The Name Change Entered.

(9) Selection rules for finding specific records. This option allows you to set up to three rules by which the computer will search for a specific record.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 31).

```
File: DODDS.LIBRARY              SELECT RECORDS        Escape: Review/Add/Change

Selection:


================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      515K Avail.
```

Figure 31. The Monitor Screen After Entering The Record Selection Rule Option.

(b) Highlight the category that you wish to use for comparison by using the DOWN-ARROW key.

(c) Press the RETURN key once (see Figure 32).

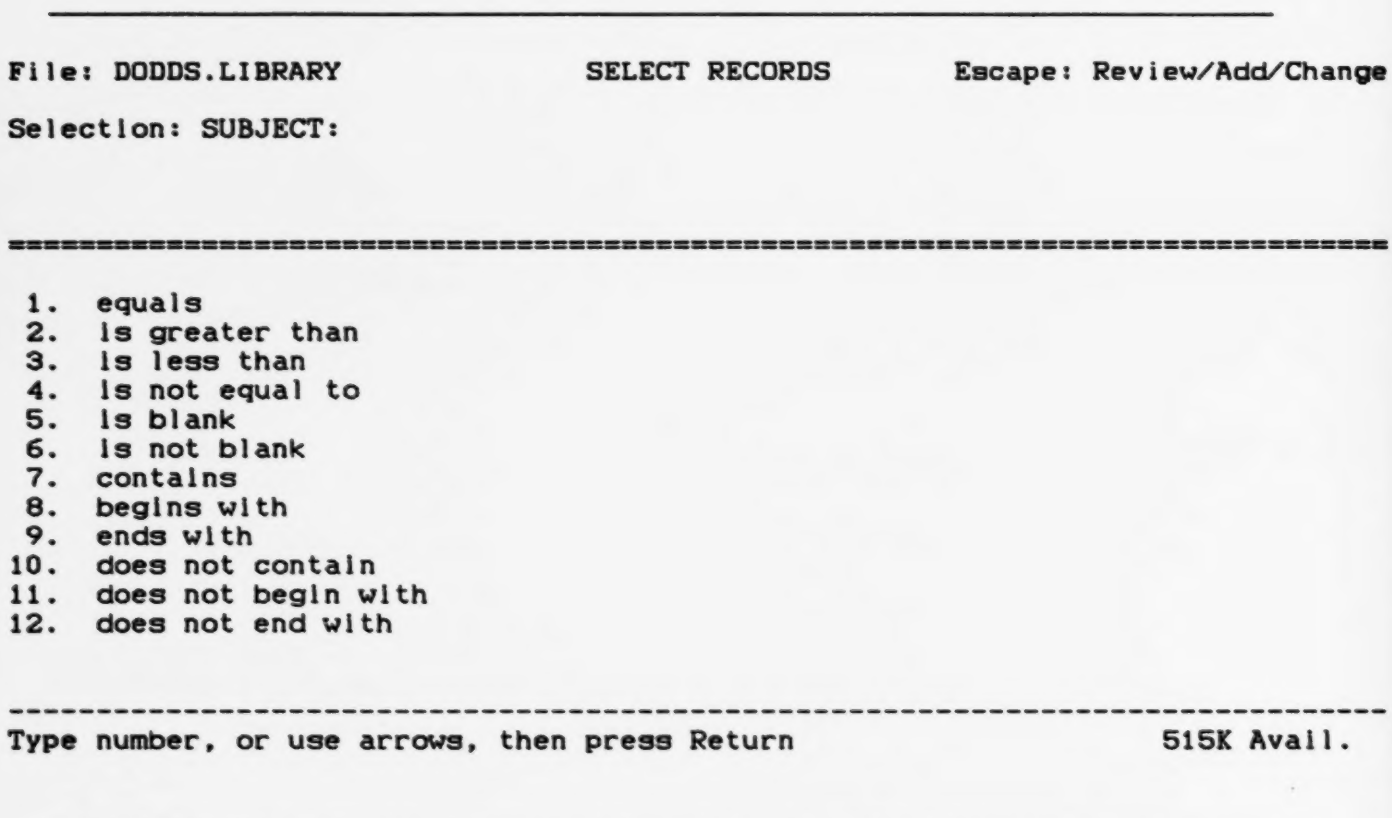
File: DODDS.LIBRARY SELECT RECORDS Escape: Review/Add/Change
Selection: SUBJECT:
1. equals
2. is greater than
3. is less than
4. is not equal to
5. is blank
6. is not blank
7. contains
8. begins with
9. ends with
10. does not contain
11. does not begin with
12. does not end with
Type number, or use arrows, then press Return 515K Avail.

Figure 32. The Monitor Screen After Selecting The Category To Be Used To Locate A Record.

(d) Choose the type of comparison you wish to make by highlighting that choice using the ARROW keys.

(e) Press the RETURN key once (see Figure 33).

File: DODDS.LIBRARY SELECT RECORDS Escape: Review/Add/Change

Selection: SUBJECT: contains

Type comparison information: 515K Avail.

Figure 33. The Monitor Screen After The Type Of Comparison Information Has Been Entered In The Computer.

(f) Type the information for which you wish the computer to search (see the example in Figure 34).

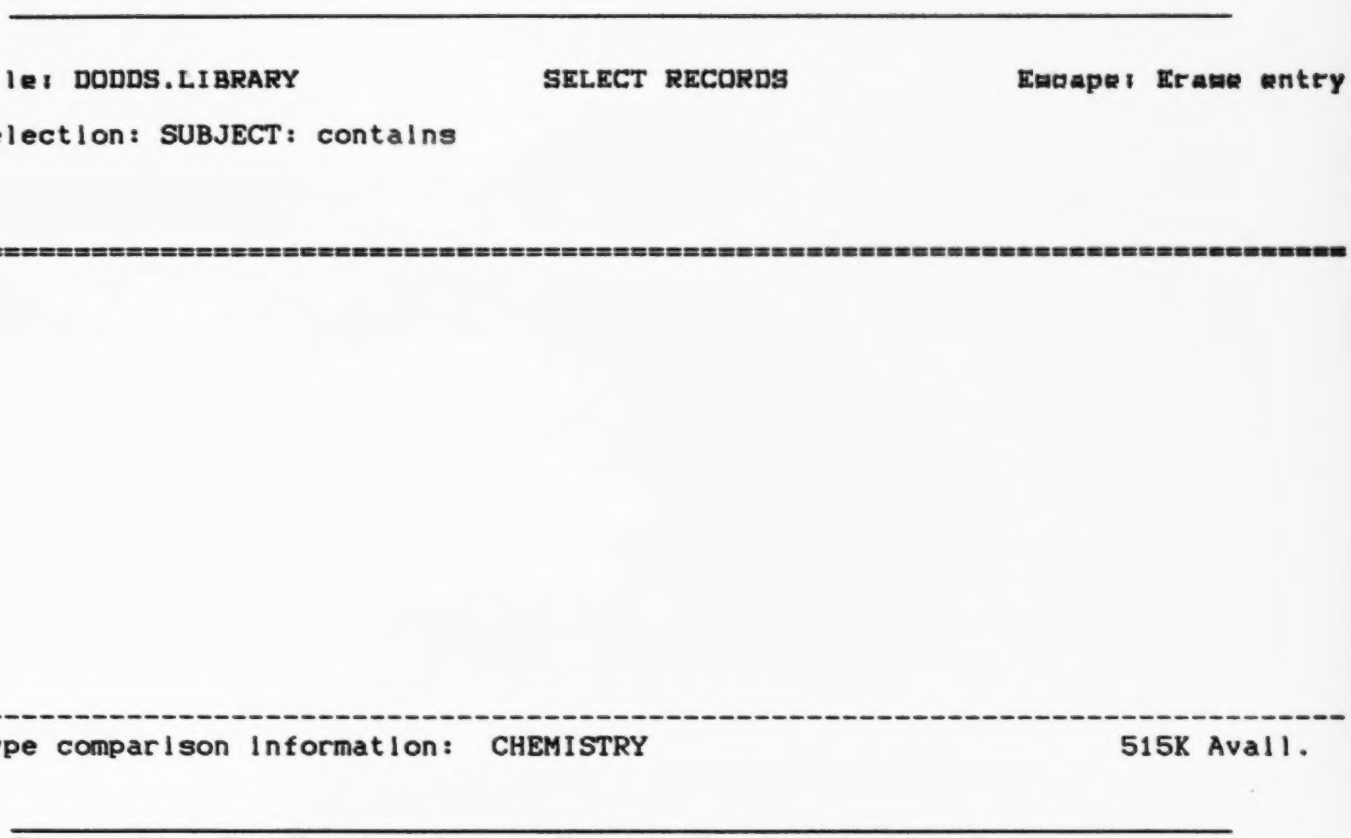

Figure 34. The Monitor Screen Showing The Information Typed.

(g) Press the RETURN key (see Figure 35).

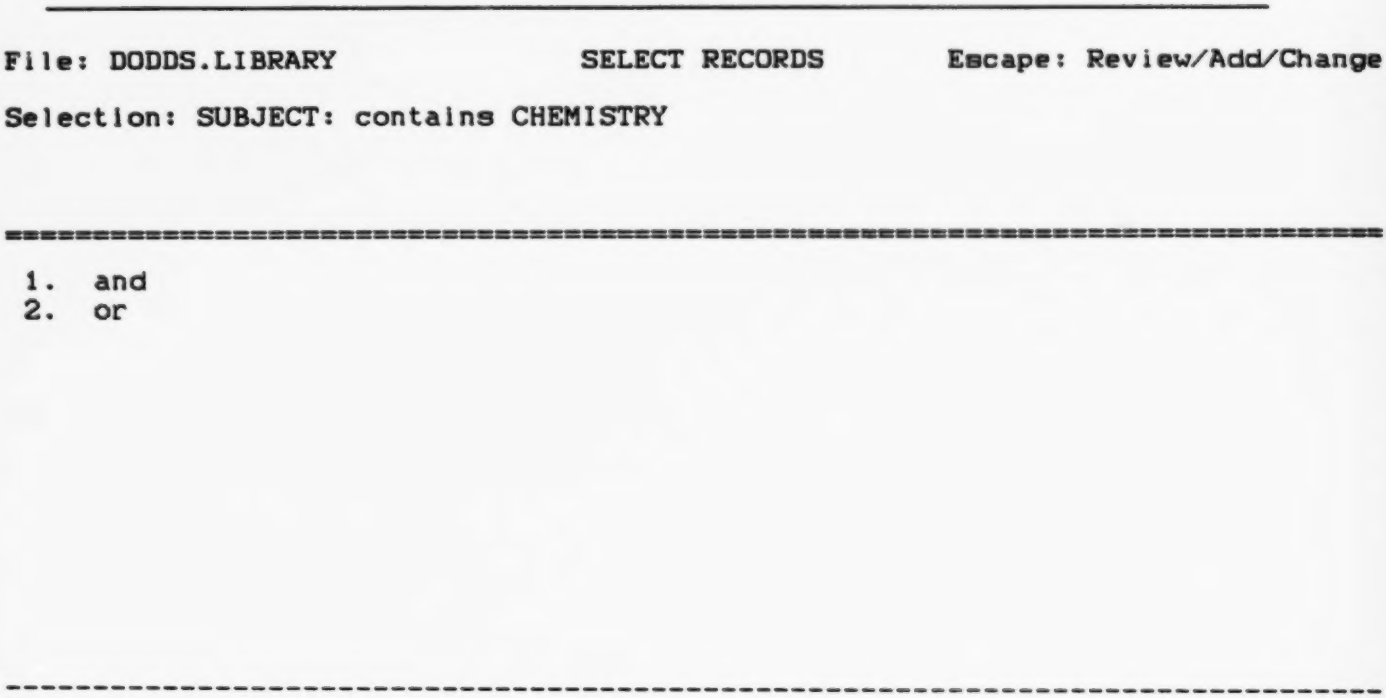
File: DODDS.LIBRARY SELECT RECORDS Escape: Review/Add/Change
Selection: SUBJECT: contains CHEMISTRY
1. and
2. or
Type number, or use arrows, then press Return 515K Avail.

Figure 35. The Monitor Screen Showing The Comparison Information Entered.

(h) Continue the process by highlighting "and, or, through" and press the RETURN key or press the ESC key to use only one rule.

(i) Press the ESC key (see Figure 36). The Figure shows all records selected using the rule drafted above.

```
File: DODDS.LIBRARY              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: SUBJECT: contains CHEMISTRY

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=============================================================================
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00767  Activity Chemist Chemi 89MAY19 000113( Letter    ERIC
00754  Article  Chemist CHEMI 89MAY18 000113( Article   ERIC

-----------------------------------------------------------------------------
Type entry or use @ commands                                   @-? for Help
```

Figure 36. The Monitor Screen After Escaping The Rule Drafting Process.

(J) Press the OPEN-APPLE and the "R" keys at the same time. Your screen now appears like the example shown in Figure 37.

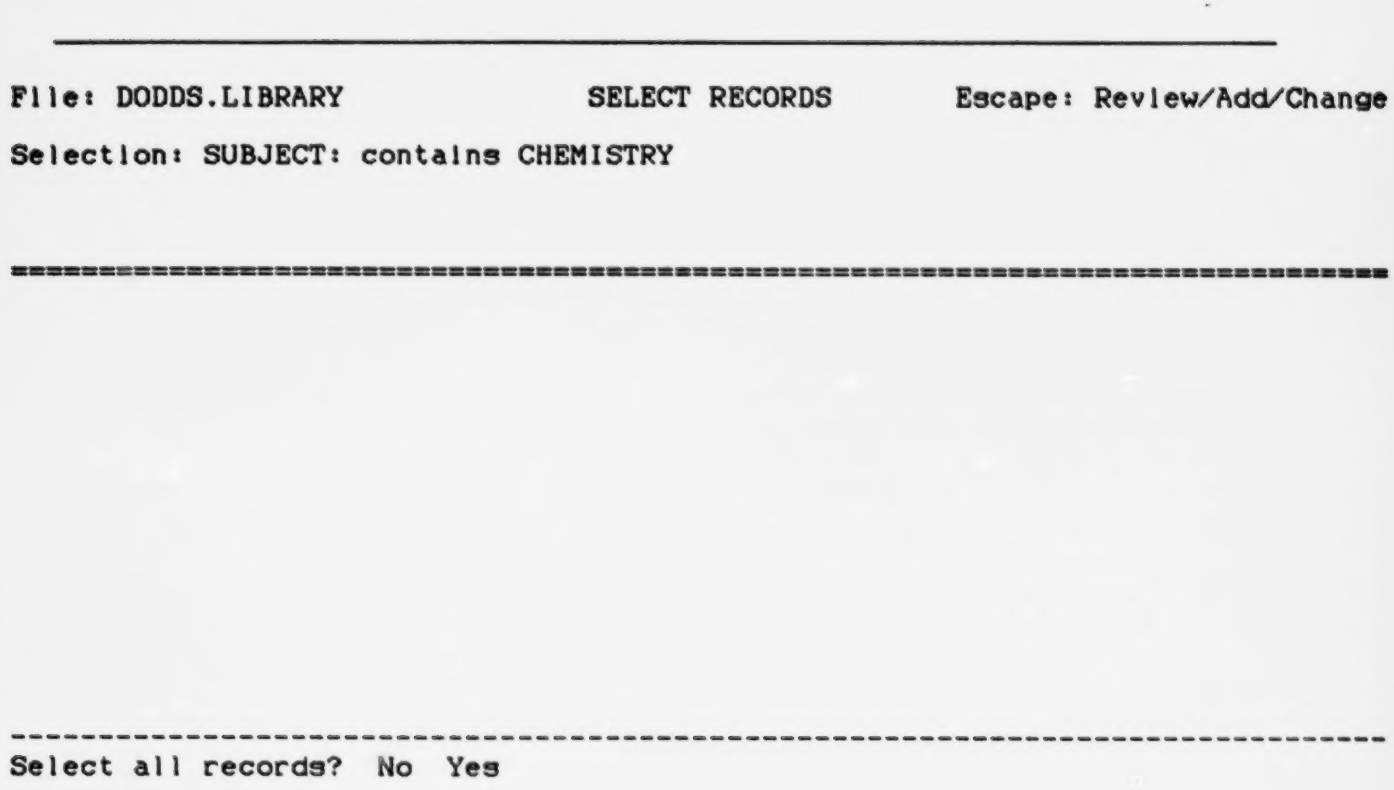

Figure 37. Step One In Returning All File Records To The Screen.

(k) Use the RIGHT-ARROW key to highlight the "Yes" Option.

(l) Press the RETURN key (see Figure 38).

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00792	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal Bechtel Eleme
00791	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Amelia Earha
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES

Type entry or use @ commands @-? for Help

Figure 38. The Screen After Exiting The Record Selection Process.

(10) Zooming in on one record.

(a) Place the cursor directly under a record that you wish to examine.

(b) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 39).

```
File: DODDS.LIBRARY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


Record 3 of 76
================================================================================
DOC. NO:: 00789
DOC. TYPE:: WP
KEY WORD:: ARTICLE
SUBJECT:: Chemistry
TITLE:: Generating carbon doxide in elementary school chemistry
AUTHOR:: Schlenker/Yoshida
DATE:: Y89MAY26Sep 29 88
DISK NO:: 000113(Apple Computer) side 2
DOC. FORM:: Letter
DOC. RCVR/USER:: Mrs Jean Wilson JCST




--------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 39. The Monitor Screen After Zooming In On One Record.

(c) Press the OPEN-APPLE and the "Z" keys at the same time See Figure 40).

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00784	ACTIVITY	Element	Using	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00783	Training	Compute	Print	89MAY24	000113(	Letter	ERIC

Type entry or use @ commands @-? for Help

Figure 40. The Monitor Screen After Returning To The All Records Format.

(11) Copying an entry. This option is used when you have one or more successive entries in a category that are all the same.

(a) Suppose you have 10 successive records, all of which have the same entry in the first category, say the first category (the DOC. NO. category in Figure 41).

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00784	ACTIVITY	Element	Using	89MAY25	000113(	Article	SCIENCE ACTIVITIES
00783	Training	Compute	Print	89MAY24	000113(	Letter	ERIC

Type entry or use @ commands @-? for Help

Figure 41. The File Before Duplicating Blank Records.

(b) Duplicate 10 blank records as follows (this process can be accomplished also by inserting blank records as described above):

1. Zoom in on the record so that it appears similar to the example shown in Figure 42.

```
File: DODDS.LIBRARY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

Record 75 of 76
================================================================================
DOC. NO:: 00725
DOC. TYPE:: WP
KEY WORD:: Training
SUBJECT:: Computers
TITLE:: Printing data base files
AUTHOR:: Schlenker
DATE:: 89MAY15
DISK NO:: 000098(AppleWorks) side 2
DOC. FORM:: Letter
DOC. RCVR/USER:: ERIC




--------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 42. The File Record After Zooming In On It.

11. Move the cursor to the bottom category and press the RETURN key. You'll receive the message shown in Figure 43.

File: DODDS.LIBRARY INSERT NEW RECORDS Escape: Review/Add/Change

Selection: All records

Record 75 of 75

You are now past the last record
of your file and can now start
typing new records at the end.

Do you really want to do this? No Yes

Figure 43. The Monitor Screen After Passing The Last Record In The File.

III. Highlight "yes" by pressing the RIGHT-ARROW key.

Iv. Press the RETURN key (see Figure 44).

```
File: DODDS.LIBRARY              INSERT NEW RECORDS      Escape: Review/Add/Change


Record 76 of 76
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                        478K Avail.
```

Figure 44. The Monitor Screen Showing A Blank Record.

v. Press the RETURN key once.

vi. Press the OPEN-APPLE and the "C" key at the same time.

vii. Type the numeral "9" (see Figure 45).

```
File: DODDS.LIBRARY                COPY RECORDS                Escape: Erase entry


Record 76 of 76
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  9                    478K Avail.
```

Figure 45. The Monitor Screen Showing The Numeral "9."

viii. Press the RETURN key and examine the screen. Note that the number of records has increased to include the 10 you have just added (Figure 46).

```
File: DDDDS.LIBRARY          INSERT NEW RECORDS      Escape: Review/Add/Change

Record 76 of 85
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -

--------------------------------------------------------------------------------
Type entry or use @ commands                                      478K Avail.
```

Figure 46. The Monitor Screen Showing The Increase IN Records.

ix. Press the OPEN-APPLE and the "Z" keys at the same time to change the format (see Figure 47).

```
File: DDDDB.LIBRARY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=============================================================================
00725  Training Compute Print 89MAY15 000098( Letter     ERIC
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -

-----------------------------------------------------------------------------
Type entry or use @ commands                                  @-? for Help
```

Figure 47. The Monitor Screen Showing The 10 Newly Added Blank Records.

(c) Move the cursor, to the DOC. NO. category and place it on the record directly under the category having the information to be copied, by using the UP- or DOWN-ARROW keys and if necessary pressing and holding down the OPEN-APPLE key while the TAB key is pressed several times, causing the cursor to jump back categories.

(d) Press and hold down the OPEN-APPLE key and while it is held down, press the " key 10 times. Your file will appear similar to the example shown in Figure 48.

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00725	Training	Compute	Print	89MAY15	000098(	Letter	ERIC
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-

Type entry or use 9 commands 9-? for Help

Figure 48. The Monitor Screen Showing The Results Of Duplicating The Category Information.

(12) Moving to the beginning of the file.

(a) Press the OPEN-APPLE and the "1" at the same time (see Figure 49).

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00792	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal Bechtel Eleme
00791	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Amelia Earha
00789	ARTICLE	Chemist	Gener	Y89MAY2	000113(	Letter	Mrs Jean Wilson JCST
00788	Training	Compute	Exerc	89MAY26	000113(	Letter	ERIC
00787	Inservic	Geology	Alask	89MAY26	000008(	Letter	Maynard Miller
00799	Inservic	Transcr	Reque	89MAY31	000113(	Letter	Registrar, University o
00798	FAIRS	SCIENCE	Scien	89MAY30	000008(	Letter	Doris Ellis
-	-	-	-	-	-	-	-
00797	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Zukeran Elem
00796	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Stearley Hel
00795	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kinser Eleme
00794	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Kadena Eleme
00793	Leadersh	Science	Eleme	89MAY30	000113(	Memo	Principal, Bob Hope Pri
00786	Training	Compute	Print	89MAY25	000113(	List	Seoul workshop attendee
00785	ACTIVITY	Element	Tooth	89MAY25	000113(	Article	SCIENCE ACTIVITIES

Type entry or use @ commands @-? for Help

Figure 49. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-1 Option.

(13) Moving to the end of a file.

(a) Press the OPEN-APPLE and the "9" at the same time. The results of this action are shown in Figure 50.

File: DODDS.LIBRARY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	KEY WORD	SUBJECT	TITLE	DATE:	DISK NO	DOC. FORM	DOC. RCVR/USER:
00729	Curricul	Courses	Respo	89MAY15	000008(	Memo	Principle, Zama HS
00728	Inservic	Summer	Comme	89MAY15	000008(	Letter	Joan A. Miller SERI, Go
00727	Inservic	Teacher	Summe	89MAY15	000008(	Memo	Middle, High and Unit s
00726	Chemistr	Activit	Testi	89MAY15	000098(	Article	Journal of College Scie
00725	Training	Compute	Print	89MAY15	000098(	Letter	ERIC
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-
00725	-	-	-	-	-	-	-

Type entry or use @ commands @-? for Help

Figure 50. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-9 Option.

04. Additional Help. Additional help with data base files may be obtained from the AppleWorks Instruction book.